



MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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March 31, 2009

To: Each Department Head

From: Michael J. Henry
Director of Personnel

Subject: **NEW STUDENT WORKER PROGRAM**

This memo will implement the new Student Worker Program which includes an update and refinement of the definition of a Student Worker and the policies, procedures and guidelines. The Program enables Student Workers to take full advantage of the new procedures.

On September 29, 2008, we provided the Board of Supervisors with a status report on the establishment of a Countywide Student Worker Program. The report provides County departments with a Student Worker policy and the Department of Human Resources (DHR) with a mechanism to monitor the Student Worker Program.

For the complete policy, please see Attachment I.

The purpose/justification of this policy will ensure that Student Workers Countywide are required to adhere to the same policies, procedures and guidelines. Further, it provides departments with a process to ensure consistency. In addition, it would require Student Workers to remain temporary, part-time, as-needed employees. Student Workers can work up to a maximum of 30 hours per week. To work more than the maximum hours stated would require approval from DHR.

The Student Worker Program is designed to provide participants with on-the-job training/experience while encouraging the participants to obtain their educational degree or professional certification. DHR staff collaborated with the Chief Executive Office and SEIU Local 721 to encourage Student Workers seeking permanent employment to take an open competitive civil service exam. In a memo dated February 27, 2009, DHR advised all department heads that we were conducting a one-time only examination for the position of Intermediate Clerk (Attachment II), which was posted February 23, 2009 with filing opening March 9, 2009 and closing March 23, 2009 and open to current Student Workers. In

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addition, all Student Workers seeking permanent employment must pass a County exam and be in a reachable band to be eligible for consideration of appointment.

The revised Student Worker policy is pending consultation with SEIU Local 721 and is scheduled to become effective May 1, 2009.

These policies will enhance the operational effectiveness of the Student Worker Program. If you have any questions, please call me at (213) 974-2406 or your staff may contact Sandra Wallace Blaydow at (213) 351-8945.

MJH:STS
SWB:lh

Attachments

- c: Board of Supervisors
- Deputy Chief Executive Officers
- Chief Deputies
- Administrative Deputies
- Departmental Human Resources Managers



County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject:	Policy Number: 516	Page(s): 2
STUDENT WORKER AND STUDENT PROFESSIONAL WORKER PROGRAM	Effective Date:	May 1, 2009
	Approved By: /s/	<i>[Signature]</i> 4/1/09

PURPOSE

This policy is established for students participating in the following programs: Student Worker, Item No. 8242; Student Professional Worker I, Item No. 8243; and Student Professional Worker II, Item No. 8258. The primary purpose of this program is to provide meaningful work experience to serious students, to develop a strong work ethic and an understanding of business practices to help them prepare for full-time professional work and to assist them in obtaining a degree or certification. In addition, it is expected that serious students develop and maintain a deliberate plan to achieve measurable academic progress in the pursuit of a degree in a declared field. Upon completion of their education, student workers and student professional workers are encouraged to apply for positions with the County of Los Angeles and become permanent County employees.

GUIDELINES

1. Students seeking employment under this program must meet and maintain the eligibility criteria that are defined in the minimum requirements of the class specification(s) and provide appropriate verification from an accredited academic institution to meet program objectives. For example, the minimum requirements for the Student Worker classification, Item No. 8242, are:
 - At least 16 years of age, and
 - Currently enrolled in an accredited college, community college, or business college; have academic standing equivalent to at least a freshman in college; or, currently enrolled as a junior or senior in high school.
2. Work hours shall be determined by the department's appointing authority and the student. The Student Worker and Student Professional Worker classifications are temporary, part-time positions, compensated on an hourly as-needed basis. The intent of the program is for the students to complete their educational goals and gain valuable work experience while adhering to the following:
 - Works as a temporary, part-time employee (hourly as-needed) without exceeding 30 hours per week; to exceed 30 hours per week will require approval from the Department of Human Resources.
 - Maintains an overall average of C or better.

- Not to exceed six years of continuous work.
3. Student Workers and Student Professional Workers are scheduled to work part-time (30 hours or less) to ensure that they have sufficient time to focus on their educational pursuits. However, based on the needs of the department, hours may be flexible to accommodate work during non-instructional periods and school holidays.
 4. Work assignments must be consistent with the duties and responsibilities that are outlined in the Student Worker and Student Professional Workers' class specifications. While we encourage the students to gain valuable work experience, they shall not be utilized to perform the duties and responsibilities of a permanent County classification or item.
 5. Student Workers and Student Professional Workers' continued employment is contingent upon the needs of the County and their meeting and maintaining the minimum requirements of their respective class specification(s).
 6. Student Workers and Student Professional Workers may be allowed to attend, with pay, new employee orientation, seminars, workshops, or training programs designed or coordinated by their department or the Department of Human Resources.
 7. Employment in any Student Worker classification shall not exceed six (6) years without the approval of the Department of Human Resources.

PROCEDURES

1. Departments must determine whether or not Student Workers continue to meet the minimum requirements of their classifications by requesting official school verification of current enrollment at the beginning of each school term, or evidence that the students have completed their classes in the prior or most recent school term. Verification of current enrollment and completion of classes must be kept in the official personnel file. Students may take one quarter or semester off from academic instruction per year.
2. Departments must verify that Student Workers under the age of 18 have valid work permits on file.
3. DHR will routinely monitor all departments to ensure compliance with these guidelines and report findings to the Board.

AUTHORITY

- County Code Chapter 6.28 Section 6.28.020 (B) Item Numbers

Subject: **STUDENT WORKER PROGRAM**

Policy Number: 516

- Civil Service Rule 5.01 Standards for the classification of positions
- California Education Code Section 49110 - 49119

DATE ISSUED/REVIEW DATE

Original Issue Date: August 21, 2008

Sunset Review Date: August 21, 2011

Latest revision August 21, 2008.

I acknowledge that I have received, read and understand the Student Worker and Student Professional Worker Program Policies, Procedures and Guidelines.

Student Worker/Student Professional Worker Name	Signature	Date
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COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO EXTEND THE FILING PERIOD TO MARCH 23, 2009, AND SUPERSEDES BULLETIN NO. 09-013 POSTED ON FEBRUARY 23, 2009, WITH AN ORIGINAL FILING DATE OF MARCH 9, 2009.

ONLY CURRENT ENROLLEES IN THE STUDENT WORKER AND STUDENT PROFESSIONAL WORKER ON-THE-JOB TRAINING PROGRAMS IN THE SERVICE OF THE COUNTY OF LOS ANGELES APPROVED BY THE DIRECTOR OF PERSONNEL MAY COMPETE IN THIS EXAMINATION FOR PERMANENT APPOINTMENT TO THE INTERMEDIATE CLERK POSITION IN ACCORDANCE WITH CIVIL SERVICE RULE 6.02(3). APPLICANTS MUST INDICATE THEIR DEPARTMENT NAME AND NUMBER ON SECTION 10 OF THE EMPLOYMENT APPLICATION. THE DEPARTMENT NUMBER IS IDENTIFIED ON APPLICANT'S PAYROLL WARRANT.

Bulletin No. 09-015

Posting Date: March 05, 2009

JOB TITLE	INTERMEDIATE CLERK (STUDENT WORKER/STUDENT PROFESSIONAL WORKER PROGRAMS)*
EXAM NUMBER	R1138L
FILING DATES	March 09, 2009 - March 23, 2009
SALARY	\$2,257.45 - \$3,035.64 MONTHLY
POSITION INFORMATION	Performs specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and independent judgment within procedural and policy limits.
ESSENTIAL JOB FUNCTIONS	<p>Processes documents according to a predetermined but specialized procedure for such purposes and formulating property descriptions, and recording and indexing court papers, transcripts, and legal process.</p> <p>Checks documents for completeness, accuracy, and compliance with legal and other requirements.</p> <p>Answers questions and gives information to the public concerning such matters as regulation, procedures, and the preparation and filing of legal forms, applications, and permit requests; acts as special receptionist or counter clerk.</p> <p>Keeps records of a nature requiring specialized knowledge, discrimination and judgment in the selection, compilation or computation of data to be included such as cost data records and distribution and control ledgers which can be posted without extensive knowledge of bookkeeping principles.</p> <p>Compares or segregates documents in cases where specialized knowledge of the function and more than a routine check for accuracy is involved as in the auditing of warrants or purchase orders.</p> <p>Operates office machines such as calculators, typewriters, etc., incidental to the performance of other duties.</p> <p>Searches records and files for data where judgment and discrimination are required in selecting or abstracting material.</p>
SELECTION REQUIREMENTS	Six months' or equivalent (960 hours) clerical experience in an on-the-job training program in the service of the County of Los Angeles for Student Worker/Student Professional Worker I or II* approved by the Director of Personnel.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information: Requirement Information: *To qualify, applicants must currently hold the payroll title of Student Worker, Student Professional Worker I, or Student Professional Worker II in the service of the County of Los Angeles as approved by the Director of Personnel for six months or equivalent (960 hours).

SPECIAL INFORMATION

Shift: Any Shift

VACANCY INFORMATION

The eligible list resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

EXAMINATION CONTENT

This examination will consist of an evaluation of training and experience based on application information weighted 100%.

Only those candidates who achieve a passing score of 70% or higher on the examination will be placed on the eligible list.

ELIGIBILITY INFORMATION

Successful candidates will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**** IMPORTANT INFORMATION ****

APPLICATION INFORMATION

Applicants are required to submit a standard Los Angeles County Employment Application. You have the option of filing your application either Online (via electronic submission) -OR- via hard copy submission. PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.

Instructions for Filing Online: A Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically beginning Monday, March 9, 2009 through Monday, March 23, 2009. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. TO APPLY ONLINE, click on the link below the filing address.

Applicants who apply Online must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at <http://easier.co.la.ca.us/JobInfo/empapp.pdf>. (Use this only if you are not filing Online). A Standard Los Angeles County Employment Application for this position will be accepted at the indicated location on business days only between 8:00 a.m. and 5:00 p.m., beginning Monday, March 9, 2009 through Monday, March 23, 2009.

The acceptance of your application depends on whether or not you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned.

All information supplied by applicants is subject to verification.

Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Human Resources
Employment Information Services Office
3333 Wilshire Boulevard, Suite 100
Los Angeles, CA 90010
(213) 738-2084

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1686.

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are

required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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